

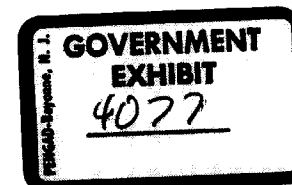
Human Resources

Business Requirements - Human Resources

HR Function:	# of Business Requirements:	In Scope or Out of Scope for Phase I?
201 Benefits	88	In scope
202 Career Development Plan & Competency Tracking	22	In scope
203 Compensation	55	In scope
204 Contractor Tracking	4	In scope
205 Employee Administration	46	In scope
206 Employee Communications	13	In scope
207 Employee Relations	27	Out of scope
208 M&A, Restructuring	3	Out of scope
209 Performance Management	22	In scope
210 Policies and Procedures	50	In scope
211 Recruiting	135	In scope
212 Succession Planning	11	Out of scope
213 Surveys	3	In scope
214 Training	70	In scope
215 Workforce Planning/Staffing	35	Out of scope
216 Workforce Deployment	0	Out of scope
217 Payroll	31	In scope
Subtotal HR Function	615	

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ID	Function	Sub-Function	Requirement
201.01.001	Benefits	Coverage	Maintain the following types of benefit plans: Medical, Dental, Life, LTD, STD, Defined Contribution Benefits, Supplemental Life
201.01.002	Benefits	Coverage	Ability to view leave balances for employees
201.01.003	Benefits	Coverage	Ability to define leave plans based on different criteria
201.01.004	Benefits	Coverage	Ability to base leave accrual on years of service
201.01.005	Benefits	Coverage	Ability to manually adjust leave balances
201.01.006	Benefits	Coverage	Ability to track multiple types of leave
201.01.007	Benefits	Coverage	Auto generate COBRA eligibility letter and track date letter was sent to notify employee of COBRA rights
201.01.008	Benefits	Coverage	Ability to stop company match when maximum limit is reached
201.01.009	Benefits	Coverage	Coverage for Life Insurance benefits based on an "as of" salary date (life insurance as of July 1st)
201.01.010	Benefits	Coverage	Ability to support life insurance coverage reduction rules
201.01.011	Benefits	Coverage	Ability to support flat contribution benefits plans (Child life - flat \$5,000)
201.01.012	Benefits	Coverage	Seamless transfer of employee benefit elections to benefit carriers
201.01.013	Benefits	Coverage	Provide the ability to define, calculate and process various types of earnings, including but not limited to base pay, overtime (time and a half), longevity pay, shift differential, stipends, special program pay, holiday pay, leave pay.
201.01.014	Benefits	Coverage	Setup Benefit Providers
201.01.015	Benefits	Coverage	Provide employees with web access to their benefits programs, including health, dental, vision, insurance, and savings plans. Enable employees to communicate benefit choices, including elections, validations, confirmation statements, and other related content. Provide single-page, single sign-on access to complete benefit information, for both detail and summary level pages.
201.01.016	Benefits	Coverage	Manage Savings Plans (403b)
201.01.017	Benefits	Coverage	Manage FMLA, Leave Plans
201.01.018	Benefits	Coverage	Determine strategic goals for benefit plans by measuring successes and importance of the plan to individuals utilization
201.01.019	Benefits	Coverage	Provide the ability to have multiple providers and coverage levels of a single plan type.
201.01.020	Benefits	Coverage	Provide calculated benefit deduction amounts based on user defined table of rates, calculations, and coverage rules.
201.01.021	Benefits	Coverage	Determine deduction frequency and amount based on employee pay frequency.
201.01.022	Benefits	Coverage	Manage life insurance coverage and step change rules.
201.01.023	Benefits	Coverage	Provide the benefits cost projections for user defined time frames based on current employee data.
201.01.024	Benefits	Coverage	Provide effective dating for deductions automating arrears and credits for Employee.
201.01.025	Benefits	Coverage	To provide the appropriate Cobra benefit and associated reporting whenever the qualifying event occurs.
201.01.026	Benefits	Coverage	Ability to administer flexible spending accounts and claims administration.
201.01.027	Benefits	Coverage	Ability to provide employees reimbursement for specified educational advancement.
201.01.028	Benefits	Coverage	Ability to administer Wellness, EAP, Fitness, Drug testing, physicals and other health policies to minimize health issues.
201.01.029	Benefits	Coverage	Ability to administer Worker's Compensation insurance including claims, tracking of incidences, and payment of premiums.
201.02.001	Benefits	Employee Data	Ability to capture basic demographic information on an employee
201.02.002	Benefits	Employee Data	Ability to store emergency contact information on an employee
201.02.003	Benefits	Employee Data	Audit trail to track employee changes and indicate who made the change
201.02.004	Benefits	Employee Data	Ability to auto assign employee number when an employee is added
201.02.005	Benefits	Employee Data	Ability to group individuals by user defined criteria
201.02.006	Benefits	Employee Data	Ability to track employee grievances and disciplinary actions (dates, reasons, type of warning, and follow-up)
201.02.007	Benefits	Employee Data	Ability to establish user defined fields to track information not captured in standard fields
201.02.008	Benefits	Employee Data	Ability to manually adjust employment dates
201.02.009	Benefits	Employee Data	Auto enroll employees in default benefits
201.02.010	Benefits	Employee Data	Auto terminate employees benefits when terminate employment (end of month)

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ID	Function	Sub-Function	Requirement
201.02.011	Benefits	Employee Data	Automatically move terminated employees into COBRA eligible status
201.02.012	Benefits	Employee Data	Track dependent and beneficiary benefits information
201.02.013	Benefits	Employee Data	Disenroll employee/ retiree in previous plan when change/ new enrollment of plan occurs.
201.02.014	Benefits	Employee Data	Automatically calculate balance due from employee/ retiree whose deductions exceed their payment.
201.03.001	Benefits	Guidelines	Auto calculation of benefits eligibility
201.03.002	Benefits	Guidelines	Ability to support eligibility requirement
201.03.003	Benefits	Guidelines	Maintain enrollments, changes and terminations for billing purposes
201.03.004	Benefits	Guidelines	Ability to access data from databases and export files
201.03.005	Benefits	Guidelines	Ability to create and maintain an interim or development directory.
201.03.006	Benefits	Guidelines	Allow personnel and position adjustments to be made in the development directory.
201.03.007	Benefits	Guidelines	Create individual site/department audit trail
201.03.008	Benefits	Guidelines	Allow user defined overrides
201.03.009	Benefits	Guidelines	Allow varying levels of security access
201.03.010	Benefits	Guidelines	Allow the creation of user-defined tables
201.03.011	Benefits	Guidelines	Provide the ability to enroll employees in multiple plans with one point of data entry.
201.03.012	Benefits	Guidelines	Pend online request for updates if employees are required to submit proof/ documentation.
201.03.013	Benefits	Guidelines	Provide electronic enrollment process with user defined frequencies.
201.03.014	Benefits	Guidelines	Provide electronic entry into payroll of benefits billing amounts and transactions.
201.03.015	Benefits	Guidelines	Provide integration between accounts receivable and benefits billing.
201.03.016	Benefits	Guidelines	Provide benefit eligibility tracking.
201.03.017	Benefits	Guidelines	Provide online benefits information and enrollment.
201.03.018	Benefits	Guidelines	The ability to elect benefits coverage for a plan or calendar year.
201.04.001	Benefits	Info Tracking	Ability to track CEU credits for nurses and CPE credits for accountants
201.04.002	Benefits	Info Tracking	Ability to track certifications and renewal dates
201.04.003	Benefits	Info Tracking	Ability to default position information to employees based on position code assigned
201.04.004	Benefits	Info Tracking	Ability to track temporary employees, non-employees and interns
201.04.005	Benefits	Info Tracking	Track entry rules (1st of the month following ninety days (not 3 months) of employment, date of hire is equal to day one)
201.04.006	Benefits	Info Tracking	Ability to track hours of absence that count toward FMLA
201.04.007	Benefits	Info Tracking	Ability to calculate and track company matching contribution of 401K plan
201.04.008	Benefits	Info Tracking	Track vesting schedules for pension plans (5 year graduated from date of hire)
201.04.009	Benefits	Info Tracking	Track adjusted hire for pension purposes
201.04.010	Benefits	Info Tracking	Ability to track costs and claims numbers
201.04.011	Benefits	Info Tracking	Track employees who waive benefits
201.04.012	Benefits	Info Tracking	Provide the ability to track survivor coverage.
201.04.013	Benefits	Info Tracking	Provide the ability to track and collect benefits costs from employees on leave.
201.04.014	Benefits	Info Tracking	Provide the ability to track employees by hire date, insurance plan, sex, department, and bargaining unit.
201.05.001	Benefits	Reports	Ability to report by plan, location, department, product
201.05.002	Benefits	Reports	Change control reports - discrepancy reports, benefits deduction, data entry, cost center, title changes, etc.
201.05.003	Benefits	Reports	Ability to automatically generate reports with relevant new hire information for Security, ITS, and Facilities when a new employee is entered in the system
201.05.004	Benefits	Reports	Ability to produce reports based on any segment on the position control number
201.05.005	Benefits	Reports	Standard reports requested on-line
201.05.006	Benefits	Reports	Budget and Adjustment Status Report
201.05.007	Benefits	Reports	Status report of positions

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## Benefits

ID	Function	Sub-Function	Requirement
201.05.008	Benefits	Reports	System must be able to generate reports on split funded positions and positions split over multiple locations.
201.05.009	Benefits	Reports	Provide benefits rate table history.
201.05.010	Benefits	Reports	Provide automated notice at time employee/ retiree/ term/ beneficiary becomes Medicare eligible.
201.05.011	Benefits	Reports	Provide automated letter to members at user defined ages to notify of benefit options
201.05.012	Benefits	Reports	Provide automated benefits letter with options based on employee status changes (including job data and family status changes).
201.05.013	Benefits	Reports	Support importing of files.

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## Human Resources

## Career Development

ID	Function	Sub-Function	Requirement
202.01.001	Career Development, Plan, Competency Tracking	Career Path Planning	Identify career progressions
202.01.002	Career Development, Plan, Competency Tracking	Career Path Planning	Create Career Models
202.01.003	Career Development, Plan, Competency Tracking	Career Path Planning	Outline necessary/recommended steps for advancement
202.01.004	Career Development, Plan, Competency Tracking	Career Path Planning	Design Career Counselling Program
202.01.005	Career Development, Plan, Competency Tracking	Career Path Planning	Train Managers on Career Counselling
202.01.006	Career Development, Plan, Competency Tracking	Career Path Planning	Work with employee to complete career development plan
202.01.007	Career Development, Plan, Competency Tracking	Career Path Planning	Employees manage their own careers and improve their skill sets as job requirements change
202.01.008	Career Development, Plan, Competency Tracking	Career Path Planning	Facilitate cultural change through the development of continual learning
202.01.009	Career Development, Plan, Competency Tracking	Career Path Planning	Career Planning
202.01.010	Career Development, Plan, Competency Tracking	Career Path Planning	Individual Development Plan
202.01.011	Career Development, Plan, Competency Tracking	Career Path Planning	Personal Development Commitment (What the individual employee proposes to do in the next 12 months, as part of his/her commitment to increasing their value to Nextel)
202.01.012	Career Development, Plan, Competency Tracking	Career Path Planning	Employee preference for career options
202.02.001	Career Development, Plan, Competency Tracking	Skillsets	Provide for the capturing and tracking of employee information related to education including (but not limited to) highest level of education attained, degree level, field of degree, date of degree, schools attended, number of semester hour, certification
202.02.002	Career Development, Plan, Competency Tracking	Skillsets	Review current positions, skills, competencies, and organization structure
202.02.003	Career Development, Plan, Competency Tracking	Skillsets	Request, record and track employee skills, certifications, licenses, continuing education requirements for statutory, union and skills management.
202.02.004	Career Development, Plan, Competency Tracking	Skillsets	Update necessary systems with new skills
202.02.005	Career Development, Plan, Competency Tracking	Skillsets	Show the availability of competent resources to meet present and future business needs.
202.02.006	Career Development, Plan, Competency Tracking	Skillsets	Create procedures and practices that prepare the new employee or newly promoted for operational readiness
202.02.007	Career Development, Plan, Competency Tracking	Skillsets	Require that all people be suitably trained to a competent level which allows them to meet the requirements of their position
202.02.008	Career Development, Plan, Competency Tracking	Skillsets	Shift focus to employability inside the organization by developing training programs that align with succession plans
202.02.009	Career Development, Plan, Competency Tracking	Skillsets	Single capability catalogue to identify Up skilling/Cross skilling options for enrichment or enlargement development
202.02.010	Career Development, Plan, Competency Tracking	Skillsets	Define an employee's capabilities from the capability list

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## Compensation

ID	Function	Sub-Function	Requirement
203.01.001	Compensation	Awards	Calculating Awards and Allocations
203.01.002	Compensation	Awards	Managing Awards Approval and Payout
203.01.003	Compensation	Awards	Provide the ability to track evaluation due dates.
203.01.004	Compensation	Awards	Provide the ability to track evaluation results, including date, reviewer, rating, and comments.
203.01.005	Compensation	Awards	Automatically generate notices to supervisors that an employee evaluation date is pending.
203.01.006	Compensation	Awards	Provide the ability to administer mass bonuses and to track the total amount (assign bonuses to all employees or a subset using a user defined criteria).
203.01.007	Compensation	Awards	Provide the ability to create automated incentive pay based on performance criteria.
203.01.008	Compensation	Awards	Report promotions to management and within management.
203.01.009	Compensation	Awards	The ability to define the eligibility and protocols for any variable or incentive reward systems.
203.02.001	Compensation	Employee Data	Provide seniority tracking for certain positions.
203.02.002	Compensation	Employee Data	Provide the ability to track employment date, evaluation date, adjusted employment date, status date, rehire date, termination date.
203.02.003	Compensation	Employee Data	Provide the ability to enter multiple personnel actions for a single employee at one time (including actions to occur at a future date).
203.02.004	Compensation	Employee Data	Provide automated tracking and reporting of probationary periods.
203.02.005	Compensation	Employee Data	Prompt to review status and new eligibility of temporary employees who have been on the payroll six months or more.
203.02.006	Compensation	Employee Data	Track donated sick leave/ vacation
203.02.007	Compensation	Employee Data	Provide the new hire report
203.02.008	Compensation	Employee Data	The ability to uniquely identify each employee
203.02.009	Compensation	Employee Data	The ability to validate employee status
203.02.010	Compensation	Employee Data	The ability to send employee an enrollment confirmation
203.02.011	Compensation	Employee Data	The ability to collect, edit, and balance worked and non-worked time prior to submitting for processing.
203.02.012	Compensation	Employee Data	The ability to maintain temporary and permanent changes to payroll related data (i.e. adjustments, deductions, W4 information, direct deposit information, etc.)
203.02.013	Compensation	Employee Data	The ability to extract and provide third-party vendors applicable information related to the payroll process.
203.02.014	Compensation	Employee Data	The ability to interface necessary payroll data to other systems for required financial reporting.
203.03.001	Compensation	Salary	Setup Salary Plans
203.03.002	Compensation	Salary	Budgeting and Planning Salary Increases
203.03.003	Compensation	Salary	Business Unit/Department Manager actively involved in allocating variable compensation
203.03.004	Compensation	Salary	Use fewer salary ranges and increase broad-banding breadth to allow Line Managers more discretion in hiring and promotions
203.03.005	Compensation	Salary	Integration of balanced scorecard toward targets/compensation goals
203.03.006	Compensation	Salary	Provide the ability to access employee history including but not limited to salary, title, account number, status, weekly time/ attendance and payroll check detail
203.03.007	Compensation	Salary	Link salaries, EEO and point factors to classifications.
203.03.008	Compensation	Salary	Provide salary range exception warnings.
203.03.009	Compensation	Salary	Provide automated salary increases based on user defined criteria (e.g., union, department, etc.)
203.03.010	Compensation	Salary	Provide the user defined rate table to accommodate multiple salary structures.
203.03.011	Compensation	Salary	Provide history of salary ranges, changes, and retro pays.
203.03.012	Compensation	Salary	Provide the ability to change compensation structures for all employees based on published survey data.
203.03.013	Compensation	Salary	Provide the ability to generate and print compensation statements including all elements (benefits, incentive pay, etc.).
203.03.014	Compensation	Salary	Provide the ability to automatically calculate retro pay, if necessary, and transfer salary when an employee transfers to a different organizational unit as authorized, with appropriate security and approval levels.
203.03.015	Compensation	Salary	Provide the ability to compute termination pay- offs.
203.03.016	Compensation	Salary	Administer Compensation
203.03.017	Compensation	Salary	Process Salary Change requests
203.03.018	Compensation	Salary	Ability to track Base Pay amount.
203.03.019	Compensation	Salary	Ability to track Pay Changes as amounts or percentages.

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## Human Resources

## Compensation

ID	Function	Sub-Function	Requirement
203.03.020	Compensation	Salary	Complete job pricing activities
203.03.021	Compensation	Salary	Manage Executive Compensation Program
203.03.022	Compensation	Salary	Communicate available compensation plans
203.03.023	Compensation	Salary	The ability to adjust qtr and year-end balances, print and distribute W-2's, and balance qtr/year end.
203.03.024	Compensation	Salary	The ability to collect, calculate and audit payroll information.
203.03.025	Compensation	Salary	The ability to calculate gross to net and prove the calculations are accurate before producing payment distribution
203.03.026	Compensation	Salary	Estimated compensation guidelines for individual contracts
203.03.027	Compensation	Salary	Leverage off external salary surveys such as Pay Nct
203.03.028	Compensation	Salary	Determine salary and compensation requirements for the position
203.03.029	Compensation	Salary	Compensation plans are focused on Customer, Individual, Team and Organization goals
203.03.030	Compensation	Salary	Business Unit/Department Manager actively involved in allocating variable compensation
203.03.031	Compensation	Salary	Compensation policies and FAQ knowledgebases available on-line to 100% of employees and managers
203.03.032	Compensation	Salary	Employees have access to planning tools that incorporate total compensation
203.04.001	Compensation	Time Reporting	Support borrowing of employees between work groups and reporting across work groups and state lines
203.04.002	Compensation	Time Reporting	Support partial day loan of employees between work groups and across state lines
203.04.003	Compensation	Time Reporting	Establish Time Reporting Codes and Work groups
203.04.004	Compensation	Time Reporting	Define Schedules, and Report Time. Integrate with Payroll Applications, and Financials.
203.04.005	Compensation	Time Reporting	Collect time
203.04.006	Compensation	Time Reporting	Support clock hour, elapsed time, project / labor, and dollar reporting.
203.04.007	Compensation	Time Reporting	Work time cannot overlap other work time on a time report.
203.04.008	Compensation	Time Reporting	Exception and Positive time and attendance reporting must be supported.
203.04.009	Compensation	Time Reporting	Evaluate reported hours
203.04.010	Compensation	Time Reporting	Complete forecasting and reporting
203.04.011	Compensation	Time Reporting	Prepare hours for gross to net processing
203.04.012	Compensation	Time Reporting	Prepare and deliver hours to payroll
203.04.013	Compensation	Time Reporting	Employee enters overtime
203.04.014	Compensation	Time Reporting	Overtime communicated to supervisor for approval
203.04.015	Compensation	Time Reporting	Overtime approved by supervisor
203.04.016	Compensation	Time Reporting	Payroll only processes approved overtime
203.04.017	Compensation	Time Reporting	Ability to monitor unapproved overtime
203.04.018	Compensation	Time Reporting	Overtime showing actual and converted hours, year to date and pay period dollars

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## Human Resources

## Contract Tracking

ID	Function	Sub-Function	Requirement
204.01.001	Contractor Tracking	General	Contract Management
204.01.002	Contractor Tracking	General	Individual contractors (labor hire)
204.01.003	Contractor Tracking	General	Provide an internal check- and- balance of authorized contract payroll deductions
204.01.004	Contractor Tracking	General	Prevent further employee payments at expiration date of contract or at depletion of contract amount

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ID	Function	Sub-Function	Requirement
205.01.001	Employee Administration	Records and Reports	The ability to prove that all necessary benefits, company and pay information is available to a departing employee, all company assets are accounted for, and exit interview is performed
205.01.002	Employee Administration	Records and Reports	The ability to define decision making authorization levels (organization hierarchies) and departmentation.
205.01.003	Employee Administration	Records and Reports	The ability to prove that organizational staffing assignments meet the business objectives.
205.01.004	Employee Administration	Records and Reports	The ability to execute acquisitions or divestitures of segments of the company and the related employees.
205.01.005	Employee Administration	Records and Reports	The ability to track and record personal data changes.
205.01.006	Employee Administration	Records and Reports	The ability to identify, store, track and destroy employee related reports and records to meet statutory regulations.
205.01.007	Employee Administration	Records and Reports	The ability to identify various access levels to employee data dependent upon the individual user.
205.01.008	Employee Administration	Records and Reports	Require various reports, such as sick leave by location, exception parameters, ad hoc reports, etc.
205.01.009	Employee Administration	Records and Reports	Allow managers to forecast and manage expenditure on training, salaries and operating budgets, such as: contractors, stationary, telecommunications, travel, accom., etc
205.02.001	Employee Administration	Time Off	Provide the ability to create user defined leave accrual structures based on employee attribute (attributes include, years of service, job assignment, etc.).
205.02.002	Employee Administration	Time Off	Provide the ability to define parameters, carryover amounts, ceilings, etc. for leave plans.
205.02.003	Employee Administration	Time Off	Provide automated retro vacation accruals based on user defined criteria (i. e., class, compensation, etc.).
205.02.004	Employee Administration	Time Off	Provide the ability to transfer leave balances between employees at any level on an hour- for- hour basis or actual cost by using appropriate formulas.
205.02.005	Employee Administration	Time Off	Provide vacation and sick leave accrual as a percentage of paid service.
205.02.006	Employee Administration	Time Off	Provide leave accruals earned during paid absence.
205.02.007	Employee Administration	Time Off	Provide the ability for vacation to be used after a specified period of time.
205.02.008	Employee Administration	Time Off	Manage Leaves of Absence
205.02.009	Employee Administration	Time Off	Receive employee request for Leave
205.02.010	Employee Administration	Time Off	Track/maintain leave status and reporting
205.02.011	Employee Administration	Time Off	Ability to pay 1st month of salary in full and then subsidized 2nd and 3rd month for Military Leaves followed by Termination
205.02.012	Employee Administration	Time Off	Ability to track STD after a month being on disability (may use or may not use sick time) and then after 6 months if the employee has not come back, place them on LTD.
205.02.013	Employee Administration	Time Off	Ability to track employees on 30 days of personal leave which may be extended up to a period of 3 months.
205.02.014	Employee Administration	Time Off	Ability for Managers to return employee from Leave.
205.02.015	Employee Administration	Time Off	Ability to track Administrative Type Leave - Suspended with or without Pay.
205.02.016	Employee Administration	Time Off	Ability to report on length of leaves and Expected Return Date.
205.02.017	Employee Administration	Time Off	Ability for employees to be terminated when they go on LTD
205.02.018	Employee Administration	Time Off	Ability to track employees on worker's comp.
205.02.019	Employee Administration	Time Off	Provide the ability to view leave activity for vacation, sick leave, and compensatory time off on a pay period by pay period basis through an online leave account ledger.
205.02.020	Employee Administration	Time Off	Provide the ability to have additional leave categories (e. g. , Personal & Comp Time).
205.02.021	Employee Administration	Time Off	Decentralize absence application and approval process
205.02.022	Employee Administration	Time Off	Employee entry of absence application
205.02.023	Employee Administration	Time Off	Absence applications or exceptions communicated to supervisors for approval
205.02.024	Employee Administration	Time Off	Absence or exceptions approved by supervisor

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ID	Function	Sub-Function	Requirement
205.02.025	Employee Administration	Time Off	Absence or exception approval communicated to employees
205.02.026	Employee Administration	Time Off	Payroll only processes approved absences or exceptions
205.02.027	Employee Administration	Time Off	Ability to monitor unapproved absence applications or unapproved exceptions
205.02.028	Employee Administration	Time Off	Exception reporting including the ability to define exception parameters.
205.02.029	Employee Administration	Time Off	Future post known exceptions to employee work schedules for vacation, training, LOA, unpaid absences
205.02.030	Employee Administration	Time Off	Support vacation, holiday, excused work day and other time off reporting in both full day and part-day
205.02.031	Employee Administration	Time Off	Enforce negative leave balances for employees.
205.02.032	Employee Administration	Time Off	Allow reporting of both paid and unpaid absence time.
205.02.033	Employee Administration	Time Off	Allow exceptions by pay type (mgmt, non-mgmt) for positive reporting.
205.02.034	Employee Administration	Time Off	Define, detect and report on absences.
205.02.035	Employee Administration	Time Off	Record comments or reasons for employee absence.
205.02.036	Employee Administration	Time Off	System must be able to generate scheduled time when no exceptions are reported for a day.
205.02.037	Employee Administration	Time Off	Allow reporting of both paid and unpaid worked time.

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## Employee Communication

ID	Function	Sub-Function	Requirement
206.01.001	Employee Communications	General	Provide the ability to manually assign, automatically generate or use SSN as employee/ applicant/ retiree number.
206.01.002	Employee Communications	General	Provide the ability to make mass changes on employee data based on reorganizations (reassign departments or divisions.)
206.01.003	Employee Communications	General	Provide Employee Self Service tools on the Internet or Intranet.
206.01.004	Employee Communications	General	Provide reporting by position.
206.01.005	Employee Communications	General	Provide the ability to view and print any electronic approvals or cancellations of personnel transaction forms and update database.
206.01.006	Employee Communications	General	Display and report employee's earnings by pay period, quarterly and yearly, or, on range of dates
206.01.007	Employee Communications	General	Provide earnings statements with breakdown of YTD totals for wages, taxes and deductions
206.01.008	Employee Communications	General	Allow employees to update their own personal data, including, Name, Home and Mailing Address, Personal Telephone Numbers, Emergency Information, Marital Status.
206.01.009	Employee Communications	General	The ability to address key management practices to define, evaluate, measure and communicate the organizational structure.
206.01.010	Employee Communications	General	The ability to establish protocols for communications between employees, management and bargaining units as appropriate.
206.01.011	Employee Communications	General	Provide information to generate injury reports.
206.01.012	Employee Communications	General	Provide the ability to record and report on employee skills and competencies, including history.
206.01.013	Employee Communications	General	Deliver Global Communications via multiple channels and mechanisms, developed to reach 100% of the employee population

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ID	Function	Sub-Function	Requirement
207.01.001	Employee Relations	Benefits	Determine union grievance procedures
207.01.002	Employee Relations	Benefits	Provide the ability to track employee grievances, including steps taken, dates of the steps (including future dates), appeals, and comments.
207.01.003	Employee Relations	Benefits	Review benefits and compensation programs
207.01.004	Employee Relations	Benefits	Review other rewards
207.01.005	Employee Relations	Benefits	Review market trends in retention
207.01.006	Employee Relations	Benefits	Revise/create employee retention program
207.01.007	Employee Relations	Benefits	Obtain approval of retention program
207.02.001	Employee Relations	Performance	Provide the ability to track special and additional evaluation without changing the date of annual evaluation.
207.02.002	Employee Relations	Performance	Provide the ability to extend probationary period.
207.02.003	Employee Relations	Performance	Provide the ability to change the date of annual evaluation.
207.02.004	Employee Relations	Performance	Carry out comparisons between an employees profile and the ideal job requirements of a potential job
207.02.005	Employee Relations	Performance	Performance Management
207.02.006	Employee Relations	Performance	Evaluation to measure performance of Contractors for managers / supervisors
207.02.007	Employee Relations	Performance	Reports on budget performance for senior managers
207.02.008	Employee Relations	Performance	Contractor performance
207.02.009	Employee Relations	Performance	Assess rewards
207.03.001	Employee Relations	Structure	Evaluate and monitor existing labor contracts
207.03.002	Employee Relations	Structure	Negotiate and manage contract elements
207.03.003	Employee Relations	Structure	Determine wage administration
207.03.004	Employee Relations	Structure	Provide a contract management system that allows calendar of events, trigger/ tickler capability and record of transaction history.
207.03.005	Employee Relations	Structure	Provide the ability to track results from drug/ alcohol tests (e. g., positive, random, post- accident, reasonable suspicion, and follow-up information) by employee, department, organization, job classification, disciplinary actions, treatment programs
207.03.006	Employee Relations	Structure	Provide the ability to track at all procedural levels by type, date, organizational unit and employee.
207.03.007	Employee Relations	Structure	Collect and review employees issues and concerns
207.03.008	Employee Relations	Structure	Document and implement worklife policy
207.03.009	Employee Relations	Structure	Establish guidelines, policies and principles regarding the relationship between employee and organization
207.03.010	Employee Relations	Structure	Determine which skills are in demand in the market and hence those roles where significant turnover may be expected
207.03.011	Employee Relations	Structure	Prepare workforce demographic reports out to five years to determine expected turnover of workforce

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## Human Resources

## M&amp;A, Restructuring

ID	Function	Sub-Function	Requirement
208 01.001	M&A, Restructurings	General	Identify HR/Payroll issues in relationship to reorganizations and acquisitions
208 01.002	M&A, Restructurings	General	Develop action plan to manage and resolve issues
208 01.003	M&A, Restructurings	General	Implement Issue Management/Resolution Plan

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ID	Function	Sub-Function	Requirement
209.01.001	Performance Management	Evaluation/Rewards	Provide the ability to track each employee's performance review dates.
209.01.002	Performance Management	Evaluation/Rewards	Provide the ability to track delinquent performance evaluations.
209.01.003	Performance Management	Evaluation/Rewards	Allow user-defined performance rating codes.
209.01.004	Performance Management	Evaluation/Rewards	Provide the ability to track performance evaluation objectives (i. e., training programs, etc.)
209.01.005	Performance Management	Evaluation/Rewards	Reward philosophy based on achievement, not entitlement.
209.01.006	Performance Management	Evaluation/Rewards	Basis for pay increases is person's value, based on competency and contribution to team/organization, not tenure.
209.01.007	Performance Management	Evaluation/Rewards	Develop and document award/incentive policy (consult with managers and employees).
209.01.008	Performance Management	Evaluation/Rewards	Implement Recognition Policy.
209.01.009	Performance Management	Evaluation/Rewards	Redesign current benefits and compensation programs.
209.01.010	Performance Management	Evaluation/Rewards	Select and manage applicable vendors for Incentive policy.
209.01.011	Performance Management	Evaluation/Rewards	Identify and resolve substandard work performance through an agreed upon plan of action.
209.01.012	Performance Management	Evaluation/Rewards	Determine KPIs using Organization's strategic objectives.
209.02.001	Performance Management	Job Specification	Establish Remuneration Framework. Derive pay bands for jobs from external surveys and sources such as Pay Net (Awards, Agreements).
209.02.002	Performance Management	Job Specification	Standardize position profiles (Standard proforma).
209.02.003	Performance Management	Job Specification	Position employee within determined pay band based on their development of skills, knowledge and competencies.
209.02.004	Performance Management	Job Specification	Record behavioral competencies.
209.02.005	Performance Management	Job Specification	Addresses both non-variable and variable pay.
209.02.006	Performance Management	Job Specification	Evaluate employee/organization skills and competencies against the competencies required to forward the strategic plan.
209.02.007	Performance Management	Job Specification	Identify skills progression and responsibility progression within an organizational structure that is aligned with the strategic goals.
209.02.008	Performance Management	Job Specification	The ability to provide the opportunity for individuals to progress along established career paths.
209.02.009	Performance Management	Job Specification	The ability to establish developmental goals and measurements for an individual and utilizing company wide procedures for assessing results.
209.02.010	Performance Management	Job Specification	The ability to identify job responsibilities/activities and to document the skills and qualifications necessary for successful performance.

ID	Function	Sub-Function	Requirement
210.01.001	Policies and Procedures	Develop & Update	Create/revise policy or procedure
210.01.002	Policies and Procedures	Develop & Update	Consult/review with line management and/or SME
210.01.003	Policies and Procedures	Develop & Update	Obtain approval of new/revise policy or procedure
210.01.004	Policies and Procedures	Develop & Update	Develop Strategy to promote diversity in the workplace
210.01.005	Policies and Procedures	Develop & Update	Obtain support from senior level management
210.01.006	Policies and Procedures	Develop & Update	Establish diversity councils
210.01.007	Policies and Procedures	Develop & Update	Finalize Workforce Diversity Strategy
210.01.008	Policies and Procedures	Develop & Update	Obtain approval in Workforce Diversity Strategy
210.01.009	Policies and Procedures	Develop & Update	Develop policies in multiple languages if employee demographics and studies indicate negative impact to employees
210.02.001	Policies and Procedures	Health & Safety	The ability to report and investigate safety issues and their resolution.
210.02.002	Policies and Procedures	Health & Safety	The ability to develop health and safety guidelines and provide compliance.
210.02.003	Policies and Procedures	Health & Safety	Capture rehabilitation data such as examination attendance and automatic notification
210.02.004	Policies and Procedures	Health & Safety	Process employee's return to work
210.02.005	Policies and Procedures	Health & Safety	Require the implementation of risk management strategy
210.02.006	Policies and Procedures	Health & Safety	Risk Assessment tool for tasks and processes
210.02.007	Policies and Procedures	Health & Safety	Risk Assessment tool using the energy damage model
210.02.008	Policies and Procedures	Health & Safety	Risk Assessment tool link to procedures, standards, work orders
210.02.009	Policies and Procedures	Health & Safety	Risk Assessment tool record controls, person undertaking assessment, date etc
210.02.010	Policies and Procedures	Health & Safety	Develop Strategy to promote health and wellness in the workplace
210.02.011	Policies and Procedures	Health & Safety	Manage the health and safety of all personnel (employees, contractors)
210.02.012	Policies and Procedures	Health & Safety	Keep track of action officers and be able to attach photos and forms i.e. notification
210.02.013	Policies and Procedures	Health & Safety	Requirement to report on expiry date of certificates and qualifications and automatic notification for both our workers and contracted workers
210.02.014	Policies and Procedures	Health & Safety	Document Health & Safety policies, procedures etc
210.02.015	Policies and Procedures	Health & Safety	When purchasing, receiving and dispatching good/services, H&S signoff
210.02.016	Policies and Procedures	Health & Safety	Requirement to ensure that applicants meet the health and fitness requirements of the position. Generate a report of the fitness of health requirements for a position that can be submitted to a medical examiner for verification of applicant fitness.
210.02.017	Policies and Procedures	Health & Safety	Health Evaluation – regular, pre-employment, rehabilitation. Automatic notification
210.02.018	Policies and Procedures	Health & Safety	Report on accident and incident reporting, compensation claims, rehabilitation data, asbestos (and other exposures) exposure and health and safety training attendance
210.02.019	Policies and Procedures	Health & Safety	Record Health and Safety training and automatic notification. Stat training reports - who is current, when assessed
210.02.020	Policies and Procedures	Health & Safety	Ability to report on absences which are related to an incident.
210.02.021	Policies and Procedures	Health & Safety	Registrable Plant Record - inspection and test details. Who has done them and when. Registration costs and registration code.
210.02.022	Policies and Procedures	Health & Safety	Asbestos exposure register. Asbestos location register.
210.02.023	Policies and Procedures	Health & Safety	Illness, Incident, and Injury Tracking
210.02.024	Policies and Procedures	Health & Safety	Process Rehab, Claims, and Examination Data
210.02.025	Policies and Procedures	Health & Safety	Report to US Occupational Safety and Health
210.03.001	Policies and Procedures	Implementation	Implement new/revise policy or procedure
210.03.002	Policies and Procedures	Implementation	Publish new/revise policy or procedure
210.03.003	Policies and Procedures	Implementation	Implement Workforce Diversity Strategy
210.03.004	Policies and Procedures	Implementation	The ability to familiarize new or transferred employees with company policies, procedures, benefits, and logistics including relocation and international workforce administration.
210.03.005	Policies and Procedures	Implementation	The ability to address key employment practices as it relates to human resources in the areas of individual employment rights, job analysis, and workplace behavior.
210.03.006	Policies and Procedures	Implementation	Process for document and resolve issues of employee rules violations

## Human Resources

## Policies and Procedures

ID	Function	Sub-Function	Requirement
210.03.007	Policies and Procedures	Implementation	The ability to resolve employee grievances and interpersonal issues within the workplace.
210.03.008	Policies and Procedures	Implementation	The ability to anticipate possible crisis scenarios and create plans for mitigating impact.
210.03.009	Policies and Procedures	Implementation	The ability to administer policies and procedures to control the theft and fraud of personal and company property.
210.04.001	Policies and Procedures	Tracking & Reporting	The ability to report employment and advancement opportunities to remedy effects of past discrimination against women and minorities.
210.04.002	Policies and Procedures	Tracking & Reporting	The ability to report female and minority representation in the employer's total workforce as well as in standard job groupings.
210.04.003	Policies and Procedures	Tracking & Reporting	The ability to report on employment and advancement opportunities for disabled and Vietnam-era veteran.
210.04.004	Policies and Procedures	Tracking & Reporting	The ability to report employment opportunities for persons with disabilities and provided accommodations.
210.04.005	Policies and Procedures	Tracking & Reporting	The ability to provide new hire information to state agencies to assist with collection of child support payments and fraudulent unemployment and worker's comp claims.
210.04.006	Policies and Procedures	Tracking & Reporting	The ability to report the extent and severity of work-related injuries and illnesses affecting employees.
210.04.007	Policies and Procedures	Tracking & Reporting	The ability to report, investigate and resolve violations of policy (i.e. sexual harassment, misconduct).

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ID	Function	Sub-Function	Requirement
211.01.001	Recruiting	Application Process	Provide standardized application for each position.
211.01.002	Recruiting	Application Process	Provide online employee applications using web forms.
211.01.003	Recruiting	Application Process	Provide employee applications entered through scanned forms.
211.01.004	Recruiting	Application Process	Provide the ability to attach electronic resume documents to the applicant record.
211.01.005	Recruiting	Application Process	Provide the ability for applicants to apply for two or more positions at once.
211.01.006	Recruiting	Application Process	Provide automated inclusion of previous applicants who are eligible for new openings in hiring evaluations.
211.01.007	Recruiting	Application Process	Provide automated inclusion of current employees who are eligible for new openings in hiring evaluations.
211.01.008	Recruiting	Application Process	Provide test scheduling for applicants where tests are required for applicants.
211.01.009	Recruiting	Application Process	Provide test score tracking for applicants that transfers to employee records if the applicant is hired.
211.01.010	Recruiting	Application Process	Provide the applicant tracking with multiple search criteria including name, SSN, applicant number, etc.
211.01.011	Recruiting	Application Process	Provide fields for capturing applicant source.
211.01.012	Recruiting	Application Process	Provide an automated requisition approval process.
211.01.013	Recruiting	Application Process	Provide fields to capture comments and status of multi-step employment process which varies by department.
211.01.014	Recruiting	Application Process	Provide the ability to request and accept electronic credit and background checks from outside agencies.
211.01.015	Recruiting	Application Process	Provide automatic standardized letters using system data (date or flag driven triggers).
211.01.016	Recruiting	Application Process	Provide the ability to automatically create an employee record from applicant tracking data.
211.01.017	Recruiting	Application Process	Provide the Applicant Tracking report with status, dates, etc.
211.01.018	Recruiting	Application Process	Provide EEO reports on applicants (tracking of race, sex, position applied, etc.).
211.01.019	Recruiting	Application Process	Provide the ability to print reports for police/ fire applicants listing qualification/ employment process activities to date.
211.01.020	Recruiting	Application Process	Provide the ability to analyze applicants on criteria including but not limited to education, experience, skills, references, past performance, tests, work location preference, veterans status, etc.
211.01.021	Recruiting	Application Process	Provide report of past applicants listing what and when they applied, status, results, etc.
211.01.022	Recruiting	Application Process	Provide the ability for applicants to signify whether former employer may be contacted.
211.01.023	Recruiting	Application Process	Provide warnings and errors when trying to rehire employees terminated or disqualified for cause.
211.01.024	Recruiting	Application Process	Track and report applicant status through multiple processes and positions.
211.01.025	Recruiting	Application Process	Provide the ability to reject applications for specific reason codes.
211.01.026	Recruiting	Application Process	Provide the automated ability to identify applicants with desired skills, abilities, experience and education.
211.01.027	Recruiting	Application Process	Provide the ability to accept interest information and to generate notices to applicants when jobs open for recruitment that apply to their interest.
211.01.028	Recruiting	Application Process	Provide the ability to generate appropriate letters upon eligible and applicant disposition and relate to mailing list for distribution via the system.
211.01.029	Recruiting	Application Process	Provide the ability to track applicants by occupational category and job groups through the entire personnel process for EEO tracking selected by date(s).
211.01.030	Recruiting	Application Process	Track applicant test scores.
211.01.031	Recruiting	Application Process	The ability to gather, input and report on applications/ resumes received from internal and external sources.
211.01.032	Recruiting	Application Process	The ability to match applicant skills to the requirements for the job.
211.01.033	Recruiting	Application Process	The ability to schedule, conduct and evaluate interviews with candidates.
211.01.034	Recruiting	Application Process	The ability to end applications from recruits that were not chosen to fill job and evaluate historical requirements.
211.02.001	Recruiting	Interview Process	Provide the online review and approval of personnel transactions with updates at final review approval.
211.02.002	Recruiting	Interview Process	Provide tracking for multiple types of tests, both pass/ fail and scored for employees and applicants.
211.02.003	Recruiting	Interview Process	Provide the ability to electronically rate and/ or weight skills, experience, education, certification and licenses as compared to pre-determined classification standards.
211.02.004	Recruiting	Interview Process	Provide the ability to have various weighting capabilities for exams.
211.02.005	Recruiting	Interview Process	Provide and maintain exam item bank.
211.02.006	Recruiting	Interview Process	Provide for online testing (example: typing, data entry, written multiple choice).
211.02.007	Recruiting	Interview Process	Send pre-induction booklet.
211.02.008	Recruiting	Interview Process	Ensure the coordinated induction of new / transferred employees / contractors and visitors.

ID	Function	Sub-Function	Requirement
211.02.009	Recruiting	Interview Process	Induction day factored into process of beginning job
211.02.010	Recruiting	Interview Process	Finalize employee on-boarding process
211.02.011	Recruiting	Interview Process	Perform selection process of shortlisted applicants
211.02.012	Recruiting	Interview Process	Determine suitable applicant
211.02.013	Recruiting	Interview Process	Notify successful applicant
211.02.014	Recruiting	Interview Process	Send letter of offer
211.02.015	Recruiting	Interview Process	Define standard interview questions
211.02.016	Recruiting	Interview Process	Define interview feedback questions
211.02.017	Recruiting	Interview Process	Interview and screening results are available online to interviewers, managers and external candidate sources
211.02.018	Recruiting	Interview Process	Move job selection process to line managers, with HR developing criteria for job competencies, hiring decision matrix, and administration processes
211.02.019	Recruiting	Interview Process	Generate notices with variables in order to use the same letter, but be able to customize the individual letters according to need.
211.02.020	Recruiting	Interview Process	Generate eligible lists in any order and to be able to provide information to each specific eligible list according to the interview results
211.02.021	Recruiting	Interview Process	Ability to set parameters as to how long an eligibility list is maintained
211.02.022	Recruiting	Interview Process	Provide the ability to track the number of units accumulated and currently taking for student workers and determine if enough units were taken the previous semester.
211.02.023	Recruiting	Interview Process	Develop screening tools
211.02.024	Recruiting	Interview Process	Determine appropriate tool for a specific position or applicant
211.02.025	Recruiting	Interview Process	Screen candidate or group of candidates
211.02.026	Recruiting	Interview Process	Candidates are eliminated or advanced to selection/pre-placement verification
211.02.027	Recruiting	Interview Process	Decide to Hire/Rehire an applicant
211.02.028	Recruiting	Interview Process	Generate offer and rejection letters
211.02.029	Recruiting	Interview Process	Report hiring information for Affirmative Action.
211.02.030	Recruiting	Interview Process	Selection criteria on-line for managers/interested employees
211.02.031	Recruiting	Interview Process	Develop Talent Sourcing and Selection Strategies
211.03.001	Recruiting	Policies & Procedures	Allow for rehired employees to use their previous employee ID.
211.03.002	Recruiting	Policies & Procedures	Assign employee ID to New Hire.
211.03.003	Recruiting	Policies & Procedures	Store employee personal information (address, SSN, birth date, etc.)
211.03.004	Recruiting	Policies & Procedures	Store professional certification titles.
211.03.005	Recruiting	Policies & Procedures	Track Disabled Status.
211.03.006	Recruiting	Policies & Procedures	Track Handicapped Codes.
211.03.007	Recruiting	Policies & Procedures	Update Seniority and Service Date fields for rehires.
211.03.008	Recruiting	Policies & Procedures	Track who belongs to a union.
211.03.009	Recruiting	Policies & Procedures	Track company property held by the employee when hired.
211.03.010	Recruiting	Policies & Procedures	Define standard job codes.
211.03.011	Recruiting	Policies & Procedures	Define standard job description for each job code.
211.03.012	Recruiting	Policies & Procedures	Define job grades associated with each job code
211.03.013	Recruiting	Policies & Procedures	Define standard job titles.
211.03.014	Recruiting	Policies & Procedures	Define all job sites.
211.03.015	Recruiting	Policies & Procedures	Define approval workflow
211.03.016	Recruiting	Policies & Procedures	Define information that needs to be captured in a requisition form.
211.03.017	Recruiting	Policies & Procedures	Define sources where jobs should be posted
211.03.018	Recruiting	Policies & Procedures	Define which sources should be used for which types of jobs
211.03.019	Recruiting	Policies & Procedures	Define prescreening process and criteria.
211.03.020	Recruiting	Policies & Procedures	Define information that needs to be captured in an offer form.

ID	Function	Sub-Function	Requirement
211.03.021	Recruiting	Policies & Procedures	Recruiting and Selection policies and procedures are on-line, accessible to everyone involved in the staffing process
211.03.022	Recruiting	Policies & Procedures	Centralized Staffing Centers supporting the entire organization
211.03.023	Recruiting	Policies & Procedures	Implement internal job posting guidelines
211.03.024	Recruiting	Policies & Procedures	Determine guidelines for the use of Temporary/Contract Services
211.03.025	Recruiting	Policies & Procedures	Obtain approval of Temp/Contract Services guidelines
211.03.026	Recruiting	Policies & Procedures	Control unauthorized hiring
211.03.027	Recruiting	Policies & Procedures	Create job description
211.04.001	Recruiting	Recruiting Process	Improve college recruiting strategies by beginning candidate/hire socialization into the company before the formal start date
211.04.002	Recruiting	Recruiting Process	Manage Recruiting Vendors
211.04.003	Recruiting	Recruiting Process	Candidates should have access to web sites, IVR and fax machines to increase recruiting process success
211.04.004	Recruiting	Recruiting Process	Develop cooperative recruiting alliances with community-based programs to identify and attract specific audiences (women, minorities, retirees, disabled)
211.04.005	Recruiting	Recruiting Process	Initiate sourcing/recruiting effort
211.04.006	Recruiting	Recruiting Process	Collect Resumes
211.04.007	Recruiting	Recruiting Process	Attend Career fairs
211.04.008	Recruiting	Recruiting Process	Develop Internship programs
211.04.009	Recruiting	Recruiting Process	Develop Campus and Community recruiting programs
211.04.010	Recruiting	Recruiting Process	Track expenses associated with requisitions.
211.04.011	Recruiting	Recruiting Process	Assign a requisition to a recruiter and generate productivity reports.
211.04.012	Recruiting	Recruiting Process	The ability to establish the best recruiting channels to be utilized for each hiring scenario.
211.04.013	Recruiting	Recruiting Process	The ability to evaluate recruitment strategies against objective criteria.
211.04.014	Recruiting	Recruiting Process	Electronic transfer of position description and other relevant recruitment information
211.04.015	Recruiting	Recruiting Process	Recruitment process controlled by Manager responsible for vacancy
211.04.016	Recruiting	Recruiting Process	Online guidance for Managers on recruitment process
211.04.017	Recruiting	Recruiting Process	Recruitment forecast for next 12 months
211.04.018	Recruiting	Recruiting Process	Create Internal and External Source and Recruit Strategies
211.04.019	Recruiting	Recruiting Process	Identify appropriate sourcing/recruiting activities and programs
211.04.020	Recruiting	Recruiting Process	Finalize comprehensive recruiting/sourcing plan
211.04.021	Recruiting	Recruiting Process	Obtain approval of recruiting/sourcing plan
211.05.001	Recruiting	Staffing Needs	Establish and maintain a register of external providers
211.05.002	Recruiting	Staffing Needs	Establish and maintain a service level agreement for external providers
211.05.003	Recruiting	Staffing Needs	Utilize external providers for your temporary employee needs
211.05.004	Recruiting	Staffing Needs	Utilize external providers for contract employees, and pay through Accounts Payable system
211.05.005	Recruiting	Staffing Needs	Outsource job postings and advertisements to external agencies, subscription companies and web site management companies
211.05.006	Recruiting	Staffing Needs	Recruitment need identified
211.05.007	Recruiting	Staffing Needs	Required to obtain the necessary Capabilities Tasks and Accountabilities for the position
211.05.008	Recruiting	Staffing Needs	Define salary ranges for each job code. This may or may not be based on job location.
211.05.009	Recruiting	Staffing Needs	Must include key customers in all decision making and delivery activities
211.05.010	Recruiting	Staffing Needs	Determine the core competencies and work activities that are core to your company; outsource non-core functions
211.05.011	Recruiting	Staffing Needs	Provide the ability to customize job postings by adding detail specific to each opening.
211.05.012	Recruiting	Staffing Needs	Provide the ability to generate paper, e-mail and web posting notices of positions to be filled.
211.05.013	Recruiting	Staffing Needs	Provide report of open positions by department, job title, and/or class code.
211.05.014	Recruiting	Staffing Needs	Provide the ability to track filled and vacant positions by position number and/or department and print reports with totals.
211.05.015	Recruiting	Staffing Needs	Provide for a random, computer selection of names, for unskilled job types
211.05.016	Recruiting	Staffing Needs	Transfer postings to internet

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## Human Resources

## Recruiting

ID	Function	Sub-Function	Requirement
211 05 017	Recruiting	Staffing Needs	Create Management training programs
211 05 018	Recruiting	Staffing Needs	Post position internally
211 05 019	Recruiting	Staffing Needs	Track and Measure the performance of Temporary/Contract Services
211 05 020	Recruiting	Staffing Needs	The ability to document and gain approval for a new job requisition
211 05 021	Recruiting	Staffing Needs	The ability to hire temporary and contract personnel to fill short-term needs.
211 05 022	Recruiting	Staffing Needs	Ability to assess employee profiles for match against vacant position

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## Human Resources

## Succession Planning

ID	Function	Sub-Function	Requirement
212.01.001	Succession Planning	General	Support workforce wide succession planning
212.01.002	Succession Planning	General	Separation management
212.01.003	Succession Planning	General	Survey employees to identify potential separation dates – Must be optional and non binding, for forecast purposes only
212.01.004	Succession Planning	General	Develop and Implement Succession Plans
212.01.005	Succession Planning	General	Plan succession paths
212.01.006	Succession Planning	General	Document/publish succession planning materials
212.01.007	Succession Planning	General	Conduct Exit Interviews to establish reasons for separation
212.01.008	Succession Planning	General	Succession Planning
212.01.009	Succession Planning	General	Assess and manage the current workforce's composition and ability to satisfy organizational plans and requirements. In particular develop succession-planning options for high risk or critical 'Jobs'.
212.01.010	Succession Planning	General	Identify succession planning strategies for high risk / value position with Nextel
212.01.011	Succession Planning	General	Individual succession planning reports

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## Human Resources

## Surveys

ID	Function	Sub-Function	Requirement
213 01 001	Surveys	General	The ability to survey internal and external changes, which may impact the organizations strategic plan and Human Resources.
213 01 002	Surveys	General	The ability to measure and interpret opinions and satisfaction of active and terminated employees (Exit Interviews, Focus Groups) and recommend changes based on the analysis.
213 01 003	Surveys	General	Develop a strategy for deploying on-line, web based surveys to employees and managers.

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ID	Function	Sub-Function	Requirement
214.01.001	Training	Need, Selection & Execution	Planning Training Budgets
214.01.002	Training	Need, Selection & Execution	Monitor and store all costs related for budgeting purposes
214.01.003	Training	Need, Selection & Execution	Provide tuition reimbursement- system that has electronic forms, electronic calculations, processing rules, payment requests, update system payroll, and integration to transcripts and payments and reporting capability.
214.01.004	Training	Need, Selection & Execution	Implement training administration processes which allows department managers to request internal training classes for their direct reports.
214.01.005	Training	Need, Selection & Execution	Provide integration between training and employee competencies to determine training needs.
214.01.006	Training	Need, Selection & Execution	Provide the ability to maintain recommended course and curriculum by position and/ or employee.
214.01.007	Training	Need, Selection & Execution	Provide electronic training approval routing based on user defined routing paths.
214.01.008	Training	Need, Selection & Execution	Provide the online course catalogs in training module with ability to search on course description / key words.
214.01.009	Training	Need, Selection & Execution	Provide automated training class prerequisite checking by the system.
214.01.010	Training	Need, Selection & Execution	Provide the ability to capture and track training goals from performance appraisal reviews.
214.01.011	Training	Need, Selection & Execution	Provide the ability to track last activity date and next required action date per employee and per training and licensing requirement
214.01.012	Training	Need, Selection & Execution	Provide the ability to review current training and certifications of employees and recommendation of employee training plans that relate to their specific position or job function.
214.01.013	Training	Need, Selection & Execution	Provide the ability to flag supervisors (including actual supervisory responsibility) to determine those who are required to attend special training.
214.01.014	Training	Need, Selection & Execution	Identify skills and competencies necessary to support organization
214.01.015	Training	Need, Selection & Execution	The ability to respond to the Training Needs Assessment with planned educational activities.
214.01.016	Training	Need, Selection & Execution	The ability to schedule, provide and track the training commitments.
214.01.017	Training	Need, Selection & Execution	Facilitate job-rotation, cross-training and self-managed work teams
214.01.018	Training	Need, Selection & Execution	Develop learning maps by business unit focusing on competencies, markets, solutions, customer and foundation skills
214.01.019	Training	Need, Selection & Execution	Link learning maps to people, learning, infrastructure and industry best practices
214.01.020	Training	Need, Selection & Execution	Design an eLearning data base that contains learning solutions and products, learning paths, materials, and with flexibility to adapt to changing market requirements and customer delivery
214.01.021	Training	Need, Selection & Execution	Integrate the Human Resource and Applicant tracking system to the Training system.
214.01.022	Training	Need, Selection & Execution	Require a course catalogue which consists of both external and internal courses necessary to meet the training needs of Client
214.01.023	Training	Need, Selection & Execution	Develop rapid deployment competencies delivering eLearning solutions to support operational effectiveness
214.01.024	Training	Need, Selection & Execution	Provide automated scheduling of classrooms, instructors and equipment with tracking of classroom usage, instructor usage and certifications, and special equipment usage and attendance.
214.01.025	Training	Need, Selection & Execution	Develop, provide and track necessary education and training required for safety issues.
214.01.026	Training	Need, Selection & Execution	Provide the ability to calculate next required training/ licensing date based on last activity date and training and licensing frequency requirement.
214.01.027	Training	Need, Selection & Execution	Provide the ability to establish default settings for training and licensing descriptions, classifications, restrictions, frequency requirements and comments.
214.01.028	Training	Need, Selection & Execution	Develop training programs which develop techniques that positions the organization to learn from mistakes and successes, through an adaptive, flexible workforce
214.01.029	Training	Need, Selection & Execution	Training decision-making responsibilities are managed throughout the organization and with Line Manager leadership
214.01.030	Training	Need, Selection & Execution	Require the need for employee training to come from the training plans/performance appraisal
214.01.031	Training	Need, Selection & Execution	Implement a global learning management system that aligns competency and organization development practices
214.01.032	Training	Need, Selection & Execution	Use external training resources for non-core training programs (courses such as Word, Excel, PowerPoint)

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(ID)	Function	Sub-Function	Requirement
214.01.033	Training	Need, Selection & Execution	Decrease and reduce training costs by identifying non-valued courses through annual review and measurement of the training program
214.01.034	Training	Need, Selection & Execution	Outsource non-core training courses
214.01.035	Training	Need, Selection & Execution	Outsource and utilize non-core instructors for training courses
214.01.036	Training	Need, Selection & Execution	Review development of core, internal courses and determine best approach, method and value for internal course design and delivery
214.01.037	Training	Need, Selection & Execution	Just in Time training delivery becomes more valuable than scheduled courses, thus HR trainers must have flexible schedules to adapt to operational requirements
214.01.038	Training	Need, Selection & Execution	Based on comparison analysis, establish the need for development
214.01.039	Training	Need, Selection & Execution	Develop Training plan for next 12 months
214.02.001	Training	Performance & Results	Train and Advise managers on effective performance management and appraisal
214.02.002	Training	Performance & Results	Design Comprehensive Performance Measurement Program
214.02.003	Training	Performance & Results	Administer Employee Performance Reviews
214.02.004	Training	Performance & Results	Notify Supervisors/Employees of Review deadlines
214.02.005	Training	Performance & Results	Collect and document employees' issues/concerns
214.02.006	Training	Performance & Results	Analyze results
214.02.007	Training	Performance & Results	Publish and distribute results to employees
214.02.008	Training	Performance & Results	Communicate results to management
214.02.009	Training	Performance & Results	Compensate employees for attaining skills that add value to the organization and or workforce flexibility
214.02.010	Training	Performance & Results	Measure employees against higher level jobs
214.02.011	Training	Performance & Results	Determine key and high potential employees
214.02.012	Training	Performance & Results	Carry out comparisons between an employees, profile and the ideal job requirements of a potential job
214.02.013	Training	Performance & Results	Store and monitor bookings/availability of course placements
214.02.014	Training	Performance & Results	Provide the ability to maintain waiting lists for classes.
214.02.015	Training	Performance & Results	Provide the ability to automatically move employees from waiting lists to enrolled in classes as space becomes available.
214.02.016	Training	Performance & Results	Provide the ability to cancel classes with automated notice to employees of the cancellation.
214.02.017	Training	Performance & Results	Provide the ability to maintain student enrollment history city wide by supervisor.
214.02.018	Training	Performance & Results	Provide the ability to automatically enroll employees in City required training classes based on hiring process.
214.02.019	Training	Performance & Results	Track multiple types of tests, both pass/ fail and scored for employees and applicants.
214.02.020	Training	Performance & Results	Store training histories and attendance records
214.02.021	Training	Performance & Results	Provide a report of all training for one employee (transcript).
214.02.022	Training	Performance & Results	Provide the ability to add free form notes to employee training records.
214.02.023	Training	Performance & Results	Provide automated notification that certifications and license are set to expire.
214.02.024	Training	Performance & Results	Provide class evaluation processing.
214.02.025	Training	Performance & Results	Provide the ability to track all required and optional training, licenses, certifications etc.
214.02.026	Training	Performance & Results	Track attendance
214.02.027	Training	Performance & Results	Complete post-course certification/verification
214.02.028	Training	Performance & Results	Develop Performance Standards and Measurements
214.02.029	Training	Performance & Results	Complete reporting and calculations based on results
214.02.030	Training	Performance & Results	Develop competency models that identify critical success factors that differentiate high or low performers and integrate desired behaviors and performances into training & education programs
214.02.031	Training	Performance & Results	Track necessary development information

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ID	Function	Sub-Function	Requirement
215.01.001	Workforce Planning/Staffing	Analysis	Manage Workforce Forecasting and Headcount
215.01.002	Workforce Planning/Staffing	Analysis	Develop strategy for determining workforce needs
215.01.003	Workforce Planning/Staffing	Analysis	Collect forecasting data, information, and tools
215.01.004	Workforce Planning/Staffing	Analysis	Gather employee census data
215.01.005	Workforce Planning/Staffing	Analysis	Gather staffing level analysis
215.01.006	Workforce Planning/Staffing	Analysis	Gather and analyze turnover data
215.01.007	Workforce Planning/Staffing	Analysis	Scenario planning - Determine the skills knowledge and capabilities of future workforce requirements
215.01.008	Workforce Planning/Staffing	Analysis	Identify capability gap between workforce and planned projects/organizational tasks
215.01.009	Workforce Planning/Staffing	Analysis	Analyze organizational work plans for next 12 months against workforce availability and capability from workgroup to corporate level
215.02.001	Workforce Planning/Staffing	Scheduling	Provide the ability to track and maintain work schedules by position, classification and employee.
215.02.002	Workforce Planning/Staffing	Scheduling	Enable the user to generate daily, weekly, bi-weekly and future schedules automatically, allow for manual overrides on an exception-basis and provide for effective calendar dating.
215.02.003	Workforce Planning/Staffing	Scheduling	Provide the ability to define multiple shifts including, but not limited to, starting and ending times, breaks and lunch periods, etc.
215.02.004	Workforce Planning/Staffing	Scheduling	Provide comments fields to provide reason for changes in schedules
215.02.005	Workforce Planning/Staffing	Scheduling	Ability to generate work schedules based on period work schedule pattern
215.02.006	Workforce Planning/Staffing	Scheduling	Ability to attach employees to workschedule rules
215.02.007	Workforce Planning/Staffing	Scheduling	Shift planning
215.03.001	Workforce Planning/Staffing	Staffing	Provide the ability to assign employees to hours, shifts, positions, departments, etc. outside of their normal schedule and accumulate and track all associated time and related data without affecting the employees normal schedule.
215.03.002	Workforce Planning/Staffing	Staffing	Provide the ability to define and assign employees to an unlimited number of labor cost codes as defined in the City's chart of accounts and pre-load default code assignments.
215.03.003	Workforce Planning/Staffing	Staffing	Determine staffing shortages based upon current and future schedules.
215.03.004	Workforce Planning/Staffing	Staffing	Recommend available and eligible employees for filling scheduled but unfilled positions.
215.03.005	Workforce Planning/Staffing	Staffing	Create work force plan
215.03.006	Workforce Planning/Staffing	Staffing	Ability to transfer employees between work schedules
215.03.007	Workforce Planning/Staffing	Staffing	Ability to transfer employees between work areas and sites
215.03.008	Workforce Planning/Staffing	Staffing	Demands for high work intensity critical work periods
215.03.009	Workforce Planning/Staffing	Staffing	Preferred leave periods
215.03.010	Workforce Planning/Staffing	Staffing	Employee attendance / availability
215.03.011	Workforce Planning/Staffing	Staffing	Capability to contingency plans workforce options
215.03.012	Workforce Planning/Staffing	Staffing	Job description stored with Jobcode automatically transfer to requisition.
215.03.013	Workforce Planning/Staffing	Staffing	Maintain and update headcount (open v. filled positions)
215.03.014	Workforce Planning/Staffing	Staffing	High risk/critical positions within organization
215.03.015	Workforce Planning/Staffing	Staffing	Organization chart down to position level
215.03.016	Workforce Planning/Staffing	Staffing	Individual, Workgroup, Site / Division, and Organization Skills / position matrix
215.03.017	Workforce Planning/Staffing	Staffing	Determine organizational behavior and culture required to support company strategies
215.03.018	Workforce Planning/Staffing	Staffing	Determine development effort needed to support organizational changes
215.03.019	Workforce Planning/Staffing	Staffing	Identify critical positions and tasks

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ID	Function	Sub-Function	Requirement
216.01.001	Workforce Deployment	Benefits	Administer Employee Assistance Services
216.01.002	Workforce Deployment	Benefits	Receive request for employee assistance
216.01.003	Workforce Deployment	Benefits	Refer employee to appropriate provider
216.01.004	Workforce Deployment	Benefits	Coordinate gathering and transfer of necessary information to provider
216.01.005	Workforce Deployment	Benefits	Monitor provider service and performance
216.01.006	Workforce Deployment	Benefits	Allow options of waive coverage, single, employee + Sp, Family, Spouse Only (if employee or spouse is 65) coverage, Child only
216.01.007	Workforce Deployment	Benefits	Ability to terminate coverage at any time
216.01.008	Workforce Deployment	Benefits	Ability to offer health benefits to surviving spouse (no life insurance)
216.01.009	Workforce Deployment	Benefits	Ability to maintain existing level of coverage and premiums for covered participants in grand-fathered plans
216.01.010	Workforce Deployment	Benefits	Ability to list premium payments via Benefit Plan
216.01.011	Workforce Deployment	Benefits	Ability to track beneficiaries for life insurance
216.01.012	Workforce Deployment	Benefits	Ensure Employees on worker's comp are not paid through payroll.
216.01.013	Workforce Deployment	Benefits	Process death and/or retirement if applicable
216.01.014	Workforce Deployment	Benefits	Provide Outplacement and Career Transition Counseling
216.01.015	Workforce Deployment	Benefits	Create outplacement and career transitions counseling program
216.01.016	Workforce Deployment	Benefits	Receive employee request for outplacement and career transition counseling
216.01.017	Workforce Deployment	Benefits	Administer outplacement program
216.02.001	Workforce Deployment	New Hires	Develop and Manage Employee Assimilation
216.02.002	Workforce Deployment	New Hires	Introduce new employees to organization
216.02.003	Workforce Deployment	New Hires	Complete office and facility tours
216.02.004	Workforce Deployment	New Hires	Introduce new employees to appropriate personnel
216.02.005	Workforce Deployment	New Hires	Distribute necessary tools to successfully begin work
216.03.001	Workforce Deployment	Promotions	Administer Promotions
216.03.002	Workforce Deployment	Promotions	Decide to promote an employee and initiate necessary correspondence to employee
216.03.003	Workforce Deployment	Promotions	Ability to promote employees to another job without a change in pay.
216.03.004	Workforce Deployment	Promotions	Ability for employees to be "demoted" to a job with a lower pay grade with no decrease in pay.
216.03.005	Workforce Deployment	Promotions	Finalize promotion
216.04.001	Workforce Deployment	Retirement	Administer Retiree Processing & Counseling
216.04.002	Workforce Deployment	Retirement	Receive employees request for retirement
216.04.003	Workforce Deployment	Retirement	Ability to maintain all vital employee information after the employee is Retired.
216.04.004	Workforce Deployment	Retirement	Ability to track employees who take early retirement incentive plans
216.04.005	Workforce Deployment	Retirement	Administer retiree benefits
216.04.006	Workforce Deployment	Retirement	Communicate retiree options under applicable plans
216.04.007	Workforce Deployment	Retirement	Automated Benefits Billing by directly accessing the retiree's bank acct.
216.04.008	Workforce Deployment	Retirement	Ability to have retirees billed annually with 12 monthly coupons
216.04.009	Workforce Deployment	Retirement	Ability to monitor contract of employee's who are offered an 'early out' option (early retirement)
216.04.010	Workforce Deployment	Retirement	Ability to notify COBRA TPA for retirees losing coverage
216.04.011	Workforce Deployment	Retirement	Ability to determine eligibility based on age 60 and 20 years of unbroken service
216.04.012	Workforce Deployment	Retirement	Ability to ID retiree's/spouses approaching age 65 for Medicare Supplement info
216.04.013	Workforce Deployment	Retirement	Ability to identify different groups of Retirees
216.04.014	Workforce Deployment	Retirement	Ability to generate a file that houses retiree name, banking info, Social Security and benefit deduction amt.
216.04.015	Workforce Deployment	Retirement	Ability to extract retiree banking info for ACH file
216.04.016	Workforce Deployment	Retirement	Ability to identify retirees who have premiums deducted via ACH file
216.04.017	Workforce Deployment	Retirement	Ability to draw a report on retirees requiring Benefits Billing
216.04.018	Workforce Deployment	Retirement	Ability to post ACH deductions to the retiree's Benefits Billing account records
216.04.019	Workforce Deployment	Retirement	Ability to post retiree check payments to the retiree's records

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ID	Function	Sub-Function	Requirement
216.04.020	Workforce Deployment	Retirement	Ability to track payment history/type for ACH and non-ACH deductions
216.04.021	Workforce Deployment	Retirement	Ability to consider active employee who retires eligible for COBRA, then when COBRA ends, be considered eligible for retiree medical.
216.05.001	Workforce Deployment	Termination	Initiate separation of employment
216.05.002	Workforce Deployment	Termination	Ability to terminate all the deductions when employee is terminated.
216.05.003	Workforce Deployment	Termination	Ability to pay out vacation when employee is terminated.
216.05.004	Workforce Deployment	Termination	Ability to enter number of vacation hours to be paid out.
216.05.005	Workforce Deployment	Termination	Ability for employees to choose between Pay Continuation with Benefits and Lump sum without Benefits pay out.
216.05.006	Workforce Deployment	Termination	Administer voluntary or involuntary separation
216.05.007	Workforce Deployment	Termination	Ability to terminate all benefits for employees upon termination, (e.g., medical, dental, life, FSA's, etc). Terminate either at the end of pay period or the termination date.
216.05.008	Workforce Deployment	Termination	Ability to process employees who terminate with pay but no benefits.
216.05.009	Workforce Deployment	Termination	Determine employee benefit eligibility for employee who is receiving severance
216.05.010	Workforce Deployment	Termination	Ability to stop coverage when severance ends.
216.05.011	Workforce Deployment	Termination	Ability to stop coverage when coverage is supposed to end due to election of lump sum payout of severance.
216.05.012	Workforce Deployment	Termination	Ability to stop coverage when severance has started but ends early due to election of lump sum payout of severance.
216.05.013	Workforce Deployment	Termination	Ability to allow an employee to continue in some benefit plans after termination.
216.05.014	Workforce Deployment	Termination	Ability to allow employees on severance to elect benefits during O/E or make FSC
216.06.001	Workforce Deployment	Transfers	Manage Transfers
216.06.002	Workforce Deployment	Transfers	Decide to transfer an employee to another location/office
216.06.003	Workforce Deployment	Transfers	Maintain internal transfer reporting
216.06.004	Workforce Deployment	Transfers	Transfers with and without Pay Changes
216.06.005	Workforce Deployment	Transfers	Transfer employee based on different criteria (location, job, merit, promotion, etc.)

ID	Function	Sub-Function	Requirement
217.01.001	Payroll	Employee Account	Define unique pay groups and payroll rules
217.01.002	Payroll	Employee Account	Provide the ability to group employees by organizational unit without having to set up multiple records for each organizational unit.
217.01.003	Payroll	Employee Account	Provide the ability to assign an employee to a primary organizational unit or fund (e.g., GL home account)
217.01.004	Payroll	Employee Account	Provide the ability to establish automatic default set up of new employee pay and deduction codes by classification
217.01.005	Payroll	Employee Account	Provide the ability to assign a unique employee identifier.
217.01.006	Payroll	Employee Account	Provide the ability to enter employees by SSN, employee identifier and/or name.
217.01.007	Payroll	Employee Account	Provide the ability to make payroll changes by, but not limited to, organizational unit, bargaining unit or group.
217.01.008	Payroll	Employee Account	Requirement to remunerate employees according to the conditions detailed in their contracts of employment
217.01.009	Payroll	Employee Account	Maintain Employee Master File
217.02.001	Payroll	Processing & Deductions	Ability to capture taxable employee benefits data (e.g., 1099) and pass required data to applicable HR/Payroll applications.
217.02.002	Payroll	Processing & Deductions	Provide the ability to track multiple overtime reason codes.
217.02.003	Payroll	Processing & Deductions	Provide the ability to utilize different GL account codes to record various pay types such as vacation pay, sick pay, etc..
217.02.004	Payroll	Processing & Deductions	Provide the ability to accommodate various pay statuses (e.g., biweekly, hourly, fee, salaried, uncompensated, etc).
217.02.005	Payroll	Processing & Deductions	Ability to process automatic step and range increases based on user-defined hours of paid service that can vary by class
217.02.006	Payroll	Processing & Deductions	Provide the ability to override or adjust hours accumulated toward step and range increase.
217.02.007	Payroll	Processing & Deductions	Accommodate a user-defined number of pay steps within a pay range for any classification.
217.02.008	Payroll	Processing & Deductions	Provide the ability to update salary ranges by percentage or flat dollar amounts for any specified class or bargaining unit.
217.02.009	Payroll	Processing & Deductions	Provide the ability to enter steps and ranges that may be fixed or variable as specified for each class.
217.02.010	Payroll	Processing & Deductions	Ability to perform simulation pay runs
217.02.011	Payroll	Processing & Deductions	Requirement to transfer appropriate payroll results to Financials to complete the payment to third parties
217.02.012	Payroll	Processing & Deductions	Requirement to update YTD figures without making a payment to the employee
217.02.013	Payroll	Processing & Deductions	Requirement to perform retrospective payments
217.02.014	Payroll	Processing & Deductions	Requirement to automatically calculate payroll tax and workcover payments
217.02.015	Payroll	Processing & Deductions	Requirement to prioritize deductions and take account of protected net
217.02.016	Payroll	Processing & Deductions	Allow an unlimited number of pre-tax and post-tax deductions
217.02.017	Payroll	Processing & Deductions	Handle special taxes for all states
217.02.018	Payroll	Processing & Deductions	Handle all federal, state, and local taxes and associated taxable wage collection
217.02.019	Payroll	Processing & Deductions	Allow authorized payroll personnel to easily update all payroll tables (e.g., taxes, deductions, earnings, etc.)
217.02.020	Payroll	Processing & Deductions	Provide regular tax table updates in electronic format
217.02.021	Payroll	Processing & Deductions	Indicate state(s) in which employee should be taxed (home and work)
217.02.022	Payroll	Processing & Deductions	Ability to change employee's department with automatic transfer of GL account
217.02.023	Payroll	Processing & Deductions	Online stub review
217.02.024	Payroll	Processing & Deductions	On-line payment modeling
217.02.025	Payroll	Processing & Deductions	Allow for on-line time entry
217.02.026	Payroll	Processing & Deductions	Capture both regular and overtime hours
217.02.027	Payroll	Processing & Deductions	Capture Leave without Pay
217.02.028	Payroll	Processing & Deductions	Capture Jury Duty Time
217.02.029	Payroll	Processing & Deductions	Pay for employees working part-time or a reduced workweek should be automatically calculated with no manual intervention
217.02.030	Payroll	Processing & Deductions	Ability to not deduct taxes from exempt employees (e.g., student visa)
217.02.031	Payroll	Processing & Deductions	Track the employee and employer portions of each tax
217.02.032	Payroll	Processing & Deductions	Track the wage base upon which each tax is calculated
217.02.033	Payroll	Processing & Deductions	Capture both taxable and non-taxable wages
217.02.034	Payroll	Processing & Deductions	Standard, recurring payments can be setup
217.02.035	Payroll	Processing & Deductions	Calculate state and local taxes for employee temporarily working in a state other than the employee's normal home or work state
217.02.036	Payroll	Processing & Deductions	Allow an employee to be taxed in multiple locations at same time (e.g., home state and work state)
217.02.037	Payroll	Processing & Deductions	Calculate worker's comp premiums based on employee's work state and job code
217.02.038	Payroll	Processing & Deductions	Track hours charged to leave (annual, sick or holiday)

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ID	Function	Sub-Function	Requirement
217.02.039	Payroll	Processing & Deductions	Accrue annual leave based on leave schedule and hours worked
217.02.040	Payroll	Processing & Deductions	Automatically payout vacation when employee is terminated
217.02.041	Payroll	Processing & Deductions	Create file for 401k vendor indicating actual amount withheld for 401k participants
217.02.042	Payroll	Processing & Deductions	Calculate tax on non-cash payments (e.g., gift certificates over \$125)
217.02.043	Payroll	Processing & Deductions	Ability to include special payments on regular paychecks, if desired
217.02.044	Payroll	Processing & Deductions	Ability to tax relocation payments as required
217.02.045	Payroll	Processing & Deductions	Automatically reconcile bank account using file of cleared checks from bank
217.02.046	Payroll	Processing & Deductions	Automated payroll journal entry
217.03.001	Payroll	Payment	Use system to help handle manual paychecks and reconciliation
217.03.002	Payroll	Payment	Requirement to disburse employee payments to one or more bank accounts (max. 6)
217.03.003	Payroll	Payment	Requirement to make payments on behalf of the employees to third parties e.g. insurance, HMOs
217.03.004	Payroll	Payment	Requirement to print payslips to various locations
217.03.005	Payroll	Payment	Requirement to make off-cycle payments
217.03.006	Payroll	Payment	Ability to pay employees by cheque
217.03.007	Payroll	Payment	Requirement to post required data to Financials and controlling modules
217.03.008	Payroll	Payment	Incorporate rules to determine what is considered eligible income for each garnishment type
217.03.009	Payroll	Payment	Attach garnishment vendor to employee record
217.03.010	Payroll	Payment	Allow multiple direct deposit accounts for each employee
217.03.011	Payroll	Payment	Track information in garnishment document on employee record
217.03.012	Payroll	Payment	On-line vacation balance review
217.03.013	Payroll	Payment	Prioritize garnishment deductions based on user-defined rules
217.03.014	Payroll	Payment	Stop garnishment deduction when garnishment is paid (if applicable)
217.03.015	Payroll	Payment	Automatically generate AP invoice for the appropriate vendor for garnishment, benefit and tax payments.
217.03.016	Payroll	Payment	Capability to pay expense reimbursements through payroll to single or multiple employee bank accounts
217.03.017	Payroll	Payment	Support payments to benefit carriers
217.03.018	Payroll	Payment	Ability to process manual check and calculate appropriate accumulations for deductions outside of regular pay period
217.03.019	Payroll	Payment	Allow special payment to be made through direct deposit
217.03.020	Payroll	Payment	Remit taxes electronically
217.04.001	Payroll	Reports & Analysis	Ability to produce payables aging analysis reports
217.04.002	Payroll	Reports & Analysis	Maintain payroll detail online for minimum specified time period.
217.04.003	Payroll	Reports & Analysis	Deductions list report, Summary report (gross wages, deductions etc), Movement report (terminations, transfers etc)
217.04.004	Payroll	Reports & Analysis	Ability for employee to access own Pay Slip and print copy.
217.04.005	Payroll	Reports & Analysis	Generate error report
217.04.006	Payroll	Reports & Analysis	Track period-to-date, QTD and YTD balances for employees on all earnings, deductions and taxes
217.04.007	Payroll	Reports & Analysis	Ability to reflect taxable third-party payments on employee's W-2 at year end (e.g., relocation expense paid directly to 3rd party)
217.04.008	Payroll	Reports & Analysis	Produce Quarterly unemployment reports
217.04.009	Payroll	Reports & Analysis	Produce FICA reports
217.04.010	Payroll	Reports & Analysis	W-2 reconciliation report
217.04.011	Payroll	Reports & Analysis	Print payroll reports by posting date or entry date
217.04.012	Payroll	Reports & Analysis	Employee audit trail report (changes made to employee record)
217.04.013	Payroll	Reports & Analysis	State Unemployment report
217.04.014	Payroll	Reports & Analysis	Deduction Register
217.04.015	Payroll	Reports & Analysis	W-2 report
217.04.016	Payroll	Reports & Analysis	Form 940 - Federal Unemployment (Quarterly and Annual)
217.04.017	Payroll	Reports & Analysis	Form 941 - Quarterly Federal Employer Tax Return
217.04.018	Payroll	Reports & Analysis	Time Distribution History
217.04.019	Payroll	Reports & Analysis	GL Distribution report

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## Human Resources

## Payroll

ID	Function	Sub-Function	Requirement
217.04.020	Payroll	Reports & Analysis	State Tax Reporting/Withholdings SUI
217.04.021	Payroll	Reports & Analysis	Check Register
217.04.022	Payroll	Reports & Analysis	Direct Deposit Register
217.04.023	Payroll	Reports & Analysis	Payroll register
217.04.024	Payroll	Reports & Analysis	Employee Earnings and Deduction register
217.04.025	Payroll	Reports & Analysis	Employee Earnings and Deduction history
217.04.026	Payroll	Reports & Analysis	Leave Report (vacation, sick and holiday)
217.04.027	Payroll	Reports & Analysis	Worker's Compensation Premium Report
217.04.028	Payroll	Reports & Analysis	Report on unworked hours by employee (disability, leave without pay, etc.)
217.04.029	Payroll	Reports & Analysis	401k reconciliation report
217.04.030	Payroll	Reports & Analysis	Payroll accruals report
217.04.031	Payroll	Reports & Analysis	Year End Reporting (W2s), Ability to interface with Financial System

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